**Guidance for Preparing Programme Approval Reports**

This short guide is intended to support the clerks of Programme Approvals Boards to prepare the report which captures the discussion and key decisions taken during programme approvals board meetings. The Quality Framework sets out essential content which should be included within the report. This guide is intended to provide additional guidance regarding this.

There is no requirement to adhere to a specific template when preparing reports following programme approvals boards, though you may find the following pages helpful if you would like to use a template.

These reports are important in demonstrating the effectiveness of the University’s Quality Assurance processes and as such may be requested by external agencies such as the Quality Assurance Agency, or Professional, Statutory or Regulatory Bodies (PSRBs) as part of an audit trail or evidence base regarding the quality of Edinburgh Napier University’s provision.

In accordance with the Quality Framework, the report will be presented to the School LTA Committee following the approvals board with a view to enhancing the effectiveness of the programme design, development and approval process within the School. Consequently the report will contain sufficient detail to enable the Committee to discuss identified areas of good or innovative practice, strengths and achievements or areas for further development with a view to disseminating relevant information within the University for example at the Quality & Standards Committee

It is important that the reports can be read independently and provide enough detail to be understood without having to seek out reference to additional supporting documentation, such as the programme specification or rationale document. As such the report is more than a set of minutes documenting the event.

EDINBURGH NAPIER UNIVERSITY

[SCHOOL NAME]

PROGRAMME APPROVAL BOARD

[FULL PROGRAMME TITLES FOR ALL PROGRAMMES UNDER CONSIDERATION\* eg. BA (HONS) QUALITY ASSURANCE SYSTEMS

[DATE]

[VENUE]

**Programme Approval Board Members**

[List full names and job titles of all panel members, including the institution for external member(s)]

**Programme Team Representatives**

[List names and job titles of all programme team representatives]

**Observers**

[If anyone has taken up the opportunity to observe the event, record their name here]

If other participants join the event, for example students – you may choose to list them here or in an appendix.

**Introduction**

This initial paragraph should introduce the provision under consideration. What is the background to the development of the programme? What is the programme seeking to deliver? The content to inform this section will generally be provided within the rationale document or the short introductory presentation delivered during the event by the programme team.

**Summary of Discussion Undertaken During the Event**

Often discussions during the event are thematic and you may find it easier to write this section of the report under a series of additional sub-headings which align to these themes, for example: programme structure; learning, teaching and assessment approaches; student support; learning resources; admission criteria; employability etc. etc.

You may find that the order in which the issues were discussed may not match a logical order in which to present them in the report, for example you might find it easier to summarise discussions in relation to the student journey – for example starting with issues relating to market demand and admission and ending with graduate opportunities. It is about finding a structure which works best for you and the context of the event – one size will not fit all. If you require support or advice, the University Quality & Standards team in DLTE are available to help.

There will be lots of sources of evidence to inform this section of the document, while most of the content will be drawn from the discussion between the panel and the programme team, you may find that it is helpful to draw on the comments provided by panel members in advance of the event and in the panel member-only discussions. You should also ensure that you are including sufficient contextual detail from the source material (eg. programme specification, rationale and presentation) so that the summary of the discussion is understandable.

In writing this section of the report, you may find it helpful to make use of the following sorts of phrases:

The programme team informed the panel…

Clarity was sought on…

The panel explored with the programme team…

The panel sought further detail on…

The programme team confirmed that…

The panel noted…

Issues relating to XXX and YYY were discussed…

The panel queried…

The programme team were asked if …

The panel acknowledged that…

The panel sought clarification on…

You should avoid reference to specific named individual’s comments within the report, though there may be occasions where due to specific role or expertise it is appropriate to do so, for example – “the external panel member confirmed that the proposal aligned to the subject benchmark statements”.

The Quality Framework asks that the reports highlight areas of good and innovative practice, strengths and achievements and the best reports provide detail of these within the summary of discussions section as well as providing a summary of these good practices at the end of the report. Equally any discussions which lead to conditions or recommendations should also be included within the summary of discussion section of the report, so that these are contextualised appropriately.

**Board Conclusions and Outcomes**

This section of the report should clearly detail the outcome of the event in accordance with the decisions permissible within the Quality Framework: Approved without amendment; Approved with recommendations; Approved with conditions; Not approved.

Most commonly programmes are approved with both conditions and recommendations. The report should set out clearly when the conditions must be met by and who is responsible for sign off. It is recommended that the conditions and/or recommendations are issued to programme teams as soon as possible after the event – so could be presented as an appendix allowing this part of the report to be issued promptly following the event.

If a programme is approved you should state the duration of the approval (no more than six years from the date of the approval event).

It is helpful for good practice identified during the event to be listed in this section too to facilitate the gathering and sharing of good practice within Schools and the University.

It may also be helpful to include within an appendices a list of the materials made available to the programme approval board and a link to where these materials can be found electronically, for example a link to a SharePoint or s:drive location for future reference.